

Membership Balance Plan
U.S. Air Force Scientific Advisory Board

Agency: Department of Defense (DoD)

- 1. Authority:** The Secretary of Defense, under the provisions of the Federal Advisory Committee Act (FACA) of 1972, (5 U.S.C., Appendix, as amended) and 41 CFR § 102-3.50(d) (agency authority), established the U.S. Air Force Scientific Advisory Board (hereafter referred to as “the Board”).
- 2. Mission/Function:** The Board, under the provisions of FACA, shall provide independent advice and recommendations to the Secretary of Defense, through the Secretary of the Air Force, to include the Secretary of the Air Force’s senior leadership, as determined by the Office of the Secretary of the Air Force, on matters pertaining to science and technology relating to the Air Force mission and shall:
 - a. Conduct studies on topics deemed critical by the Secretary of the Air Force and the Chief of Staff of the Air Force.
 - b. Recommend application of technology to improve U.S. Air Force capabilities.
 - c. Provide an independent review of the quality and relevance of the U.S. Air Force science and technology program.
- 3. Points of View:** The Board shall be comprised of no more than 60 members, including no more than 5 Senior Fellows. All Board members and Senior Fellows are distinguished members of the science and technology communities, to include academia (universities and colleges), Federally Funded Research and Development Centers (FFRDCs), National Laboratories, and industry.

The Department of Defense, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals and bases its selection on this review and the subject matters being handled by the Board. The Department has found that viewing the complex issues facing the Air Force through a multidiscipline advisory committee provides the Department, and more importantly, the American public, with a broader understanding of the issues on which to base subsequent policy decisions.

Each member, based upon his or her individual and professional experiences, provides his or her best judgment on the matters before the Board, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest. Board members appointed by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109 and to serve as special government employees. Board members shall be appointed on an annual basis by the Secretary of Defense.

The Board’s membership balance is not static and the Secretary of Defense may change the membership based upon work assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or the Board’s sponsor. In addition, the Department, unless otherwise directed by an Act of Congress or Presidential directive, does not use representative members on DoD established or supported advisory committees.

- 4. Other Balance Factors:** N/A

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- 5. Candidate Identification Process:** The Department, in selecting potential candidates for this advisory committee, reviews the educational and professional credentials of individuals with extensive professional experience in the science and technology communities. Candidates for appointment are typically selected from academia, industry/business, FFRDCs, and National Laboratories. Calls for nominations are made annually via the Board's website, requests from the Military Director to Air Force senior leadership, and the Air Force portal. Nominations for potential membership may be made by anyone.

Once potential candidates are identified, the Board's Designated Federal Officer, with recommendations from the Board's Chairperson, reviews the credentials of each individual and narrows the list of potential candidates and forwards the list, with approval from the Military Director, to the Secretary of the Air Force. During the Secretary of the Air Force review, he or she strives to achieve a balance between the educational and professional credentials of the individuals and the subject matters that he or she anticipates will be reviewed by the Board to achieve expertise in points of view regarding anticipated topics.

Prior to nominating the potential candidates, the list of candidates will undergo a review by the DoD Office of General Counsel and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements; including, compliance with the advisory committee's charter and membership balance plan. Following this review, the Secretary of the Air Force formally nominates the potential candidates to the Secretary of Defense for approval; pursuant to DoD policy, only the Secretary of Defense or the Deputy Secretary of Defense can invite or approve the appointment of individuals to advisory committees established or supported by the DoD.

Following Secretary of Defense or Deputy Secretary of Defense approval, candidates are required to complete the necessary appointment paperwork and meet ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

Board and subcommittee member vacancies will be filled in the same manner as described in the previous four paragraphs above.

The Secretary of Defense may approve the appointment of Board members for one to four-year terms of service; however, no member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service. This same term of service limitation also applies to any DoD authorized subcommittees.

- 6. Subcommittee Balance:** The Department, when necessary, and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees to support the Board. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the Board's sponsor.

The Secretary of Defense or the Deputy Secretary of Defense shall approve the appointment of subcommittee members in the same manner as Board appointments are made, and these individuals may come from the Board or new nominees, as recommended by the Board's sponsor and based upon the matters under consideration.

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As required by the Board's charter, these subcommittees operate under the provisions of FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b), governing Federal statutes and regulations, and governing DoD policies/procedures.

7. **Other:** The DoD adheres to the rules and regulations issued by the Office of Government Ethics and the Administration's prohibition against registered Federal lobbyists.
8. **Prepared:** May 21, 2012